



## Job Title: Office Assistant

**Department:** Public Works

**Immediate Supervisor:** Public Works Director

<b>Job Status:</b> Regular, Part-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 4/25/2010	<b>Revision Date:</b> 6/7/2016	

### **BRIEF DESCRIPTION OF THE JOB:**

Greet visitors, receive and distribute telephone calls, messages and mail. Perform administrative and clerical duties. Provide general office support services. Serve as a department resource.

### **ESSENTIAL FUNCTIONS:**

*Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.*

#### **Physical Strength Demands/Codes**

<b>S</b> = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
<b>L</b> = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
<b>M</b> = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
<b>H</b> = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
<b>V</b> = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

<b>Physical Strength Code</b>		<b>ESSENTIAL FUNCTIONS</b>
1	S	Serve as primary receptionist for Public Works functions including Administration, Streets Division, and Wastewater Utility. Greet and assist visitors by directing them to appropriate personnel, or providing them with general information and answering questions regarding Public Works activities and special projects.
2	S	Answer all calls to Public Works main phone line. Assist phone callers or transfer the call to the appropriate personnel.
3	S	Determine and apply the appropriate postage for all outgoing mail, including packages. Receive and sort all incoming mail and notify appropriate personnel of packages or project submittals received.
4	S	Provide general office support services, such as maintaining stock levels and tracking supplies, assisting with scheduling meetings and conference rooms, preparing transmittals, letters, mailings and other correspondence, sending and receiving faxes, and making and collating copies. Maintain Public Works Administration copy machine with required toner, and provide primary assistance with copier jams. Organize Public Works and staff libraries. Maintain master external contacts list.
5	S	Perform administrative and clerical duties, such as typing and transcribing correspondence, logging customer inquiries and work requests, assisting with processing permits and collecting telephone payments, filing police reports, compiling information for property damage claims, performing data entry, and composing letters, maintaining records and files. Perform administrative duties related to special assignments/projects, and researching information to assist department staff.

# Town of Sahuarita, Arizona



6	S	Perform administrative support for Public Works programs and events, including Adopt-A-Road, Adopt-A-Wash, Adopt-An-Underpass, and other events.
7	S	Perform all work duties and activities in accordance with department and/or Town policies and procedures. All other duties as assigned by supervisor.
8	S	Work in a safe manner and reports unsafe activity and conditions. Follow Town-wide safety policy and practices, and adhere to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Safety Manual.



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**JOB REQUIREMENTS:**

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JOB REQUIREMENTS	
Formal Education / Knowledge	Requires High School Diploma or General Equivalency Diploma (G.E.D.). Competent in use of Microsoft Office, including Word, Excel, and Outlook. Additional formal education in administrative or computer skills desirable.
Experience	Requires one year administrative, secretarial or clerical experience in a business office.



## PHYSICAL DEMANDS

### Frequency Code Scale

N = Never Never Occurs		R = Rarely Less than 1 hour/week		O = Occasionally Up to 1/3 of the time		F = Frequently From 1/3 to 2/3 of the time		C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)				Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	
Standing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Making presentations <input type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers				Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses	
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment				Climbing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment	
Walking	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site				Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input type="checkbox"/> Driving <input type="checkbox"/> Observing work site	
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone	
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Balancing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools	
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input type="checkbox"/> Driving				Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground	
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files				Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground	
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies				Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment	
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground				Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle	
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches				Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public	
Other									



## **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, general office supplies, computer, scanner, printer, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, and Internet.

## **ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	N	Dirt and Dust	N	
Chemical Hazards	N	Extreme Temperatures	N	
Electrical Hazards	N	Noise and Vibration	N	
Fire Hazards	N	Fumes and Odors	N	
Explosives	N	Wetness/Humidity	N	
Communicable Diseases	N	Darkness or Poor Lighting	N	
Physical Danger or Abuse	N			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	X
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	X
Typical 20 Hour Work Week	X
Overtime	
Call Out	

## **PROTECTIVE EQUIPMENT REQUIRED:**

N/A



## **NON-PHYSICAL DEMANDS:**

<b>N = Never</b>	<b>R = Rarely</b>	<b>O = Occasionally</b>	<b>F = Frequently</b>	<b>C = Continuously</b>
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
<b>NON-PHYSICAL DEMANDS</b>				
Time Pressures				F
Emergency Situations				R
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				R
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				C
Noisy/Distracting Environment				R
Performing Mathematical Calculations				O
Supervision and/or Managerial				N

## **EXPECTED BEHAVIOR:**

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

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IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

375 W Sahuarita Center Way, Sahuarita, Arizona 85629 - (520) 822-8813 – Fax (520) 822-8895

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**SIGNATURES — REVIEW AND COMMENT:**

I reviewed and understand this job description and I accept the stated Expected Behavior described.

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Signature of Employee

Date

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Job Title of Immediate Supervisor

Signature of Immediate Supervisor

Date

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Job Title of Department Director

Signature of Department Director

Date

**Comments:**

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